

---

# Family Separation Allowance

## Introduction:

This section provides the procedures for starting, changing, and stopping FSA. This entitlement is paid to active duty members with dependents that are separated from their family members due to shipboard duty, temporary additional duty, or assignment to restricted duty.

## Reference:

Chapter 3 - U.S. Coast Guard Pay Manual

## Multiple Entry Capability:

Multiple entry capability is available for this entitlement. Click [here](#) for instructions on preparing multiple entries for entire units and/or sub departments.

## Procedure:

FSA-R starts on the date the member departed from the permanent duty station or first day of authorized travel time, whichever, is later. Before preparing an entry to start FSA-R, however, you must wait until the Permanent Change of Station reporting entry has processed in JUMPS; otherwise, the reporting entry will terminate FSA entitlement.

Start CGHRMS, [sign-in](#) and follow these steps to start, stop, correct, or delete Family Separation Allowances.

Step	Action
1	<a href="#">Select</a> Menu items in the following order.  <a href="#">Home</a> > <a href="#">Compensate Employees</a> > <a href="#">Maintain Entitlements</a> > <a href="#">Use</a> > <b>Employee Entitlements</b>

---

*Continued on next page*

2 A search page will appear. Enter the member's Employee ID number or other search criteria and click the Search button to select the member you wish to display.

### Advanced Technique

You may select the input mode by checking one of the following boxes located at the bottom of the search screen. ☐ Include History ☐ Correct History If both boxes are left blank, you will enter in the Update Display mode. The system will automatically default to the last method you selected. See Step 4 for more information.

When choosing a member from the search results, please be sure you are choosing the person you actually want to change data on. Verify the employee ID or national ID (SSN) before making any changes.

3 Entitlement Panels. Either the **Summary Panel** or **Detail Panel** will appear depending on which option was previously selected.

Select the Employee Entitlement Summary Panel from the icons located at the bottom left-hand corner of the screen. The current selection will have no underline.

[Employee Entitlement Summary](#) | [Employee Entitlement Detail](#)

The following screen appears.











Save Return to Search

Update/Display Include History Correct History

[Employee Entitlement Summary](#) | [Employee Entitlement Detail](#)

Select View All in the title bar.

*Continued on next page*

4	<p><b>Select</b> the  button located at the bottom right-hand portion of the screen so that all payments of FSA will be shown in the next panel. If you are stopping, correcting, or deleting this entitlement, use the  button.</p> <p>Note: The current selection will have a white background.</p> <div data-bbox="289 390 1380 793" style="border: 1px solid black; padding: 10px;"> <ul style="list-style-type: none"> <li>➤ You may use the  button to start FSA; however, we recommend using the “Include History” mode so all entries will display.</li> <li>➤ Use the  button to view all payments of FSA. Only new entitlements can be entered in this mode.</li> <li>➤ Use the  button to update or delete FSA payments. A listing of all FSA payments will be displayed.</li> </ul> </div>
5	<p><b>If a FSA row exists in the Summary Panel...</b></p> <p><b>Click</b> the  button adjacent to Family Separation Allowance. The Employee Entitlement Detail screen will appear. (Go to Step 7)</p> <p><b>If a FSA row doesn’t exist in the Summary Panel...</b></p> <p><b>Click</b> a  button to the right of any entitlement. A blank entitlement line will appear below whichever line is selected.</p> <p>Next, <b>type</b> “FSA” in the look-up box   or use the magnifying glass to search for and select the Family Separation Allowance earning code.</p> <p>Then <b>click</b> the  button adjacent to Family Separation Allowance to bring up FSA in the Employee Entitlement Detail screen. (Go To Step 7)</p>

*Continued on next page*


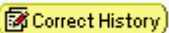
6

**Employee Entitlement Detail Panel** is the main panel for entering or stopping entitlements. **If you have completed Steps 3-5, continue on to Step 7.**


**Follow these procedures to bypass the Employee Entitlement Summary Panel.**

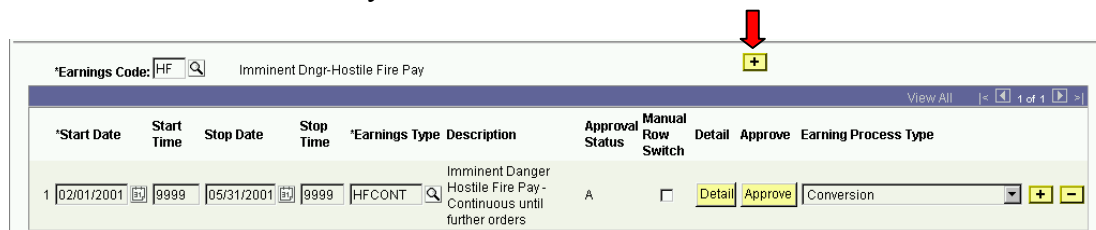
**Select** the Employee Entitlement Detail Panel from the icons located at the bottom left-hand corner of the screen. The current selection is not underlined.

Employee Entitlement Summary | Employee Entitlement Detail

**Select** the  button located at the bottom right-hand portion of the screen so that all payments of FSA will be shown. If you are stopping, correcting, or deleting this entitlement, use the  button.

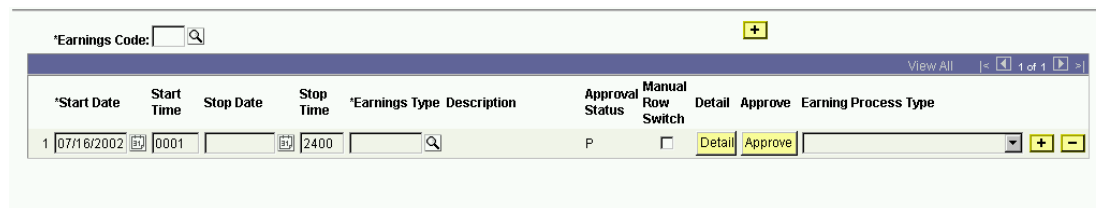
**Select** View All from the displayed title bar to list all entitlements.

**Scroll up** to find the “FSA” Earnings Code. If FSA isn’t listed (after clicking View All), click the  button from any entitlement as shown below.




*Start Date	Start Time	Stop Date	Stop Time	*Earnings Type	Description	Approval Status	Manual Row Switch	Detail	Approve	Earning Process Type	
1	02/01/2001	9999	05/31/2001	9999	HFCONT	Imminent Danger Hostile Fire Pay - Continuous until further orders	A	<input type="checkbox"/>	Detail	Approve	Conversion

The following screen appears below the previous entitlement...



*Start Date	Start Time	Stop Date	Stop Time	*Earnings Type	Description	Approval Status	Manual Row Switch	Detail	Approve	Earning Process Type
1	07/16/2002	0001		2400		P	<input type="checkbox"/>	Detail	Approve	

**Type** “FSA” in the Earnings Code field or use the magnifying glass  to search and select the Family Separation Allowance Earnings Code.

*Continued on next page*

## Starting Family Separation Allowance (See Steps 8-10 for other options)

In the  mode, click the  button shown below.

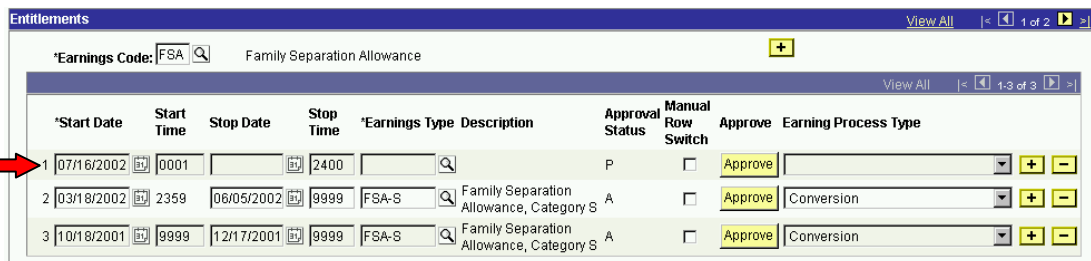


Entitlements

\*Earnings Code: FSA Family Separation Allowance

	*Start Date	Start Time	Stop Date	Stop Time	*Earnings Type	Description	Approval Status	Manual Row Switch	Approve	Earning Process Type
1	03/18/2002	2359	06/05/2002	9999	FSA-S	Family Separation Allowance, Category S	A	<input type="checkbox"/>	Approve	Conversion
2	10/18/2001	9999	12/17/2001	9999	FSA-S	Family Separation Allowance, Category S	A	<input type="checkbox"/>	Approve	Conversion

The following entry line appears...








Entitlements

\*Earnings Code: FSA Family Separation Allowance


	*Start Date	Start Time	Stop Date	Stop Time	*Earnings Type	Description	Approval Status	Manual Row Switch	Approve	Earning Process Type
1	07/16/2002	0001		2400			P	<input type="checkbox"/>	Approve	
2	03/18/2002	2359	06/05/2002	9999	FSA-S	Family Separation Allowance, Category S	A	<input type="checkbox"/>	Approve	Conversion
3	10/18/2001	9999	12/17/2001	9999	FSA-S	Family Separation Allowance, Category S	A	<input type="checkbox"/>	Approve	Conversion

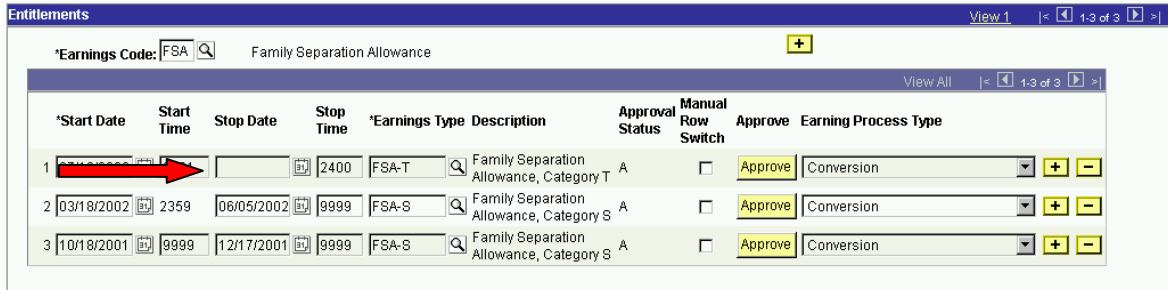
Enter the following information...

Field	Action
Start Date	The current date is automatically displayed. Use the calendar button  to <b>select</b> the desired date. You can also <b>Click &amp; Drag</b> over the date field to select the date then <b>Type</b> the start date in MMDDYYYY format.
Start Time	Pre-filled
Stop Date	<b>Enter</b> the last date of entitlement or leave blank to pay continuous FSA. Use the calendar button  to select the desired date. You can also <b>Click &amp; Drag</b> over the date field then <b>Type</b> the stop date in MMDDYYYY format.
Stop Time	Pre-filled
Earnings Type	<b>Type</b> in the FSA type code if known or use the  to search and <b>select</b> from a listing of available earning types.
Description	Pre-filled. Ensure the proper entitlement is shown.
Approval Status	Pre-filled. The status will automatically change from Pending (P) to Approved (A) upon saving.
Manual Row Switch	<b>Select</b> this field <u>only when necessary</u> to override pay edits. Business rule edits will not be turned off when this is selected. <b>Caution! Overriding pay edits may result in errors and possible overpayment of entitlement.</b>
	Not Used. Payment of FSA does not require audit and approval.
Earnings Process Type	Not Required. Disregard this field.
	<b>Click</b> this button (located at the bottom left of the screen) to approve the entry.

8




## Stopping Family Separation Allowance

In the  mode, find the FSA row to stop. The stop date will be blank as shown below:



*Start Date	Start Time	Stop Date	Stop Time	*Earnings Type	Description	Approval Status	Manual Row Switch	Approve	Earning Process Type
1			2400	FSA-T	Family Separation Allowance, Category T	A	<input type="checkbox"/>	Approve	Conversion
2	03/18/2002	2359	06/05/2002	9999	FSA-S	A	<input type="checkbox"/>	Approve	Conversion
3	10/18/2001	9999	12/17/2001	9999	FSA-S	A	<input type="checkbox"/>	Approve	Conversion



Enter the following information...


Field	Action
Stop Date	<u>Enter</u> the last date of entitlement by using the calendar button  to select the desired date. You can also <u>Click &amp; Drag</u> over the date field then <u>Type</u> the stop date in MMDDYYYY format. This field can be future dated.
Stop Time	Pre-filled
Manual Row Switch	<u>Select</u> this field <u>only when necessary</u> to override internal pay edits. Business rules will not be turned off when this is selected. <b>Caution! Overriding pay edits may result in errors and possible overpayment of entitlement.</b>
	Not Used – Payment of FSA does not require audit and approval.
	<u>Click</u> this button (located at the bottom left of the screen) to approve the entry.

9

## Correcting Family Separation Allowance

In the  mode, find the FSA row to correct.

Click & Drag over any editable field to change its value. Dates must be typed in MMDDYYYY format. You may also use calendar buttons  to modify dates and the magnifying glass  to change the earning type.

Click the  button located at the bottom left of the screen.





To change the effective start date, you must delete the entire row (Step 10) and then start a new FSA entitlement (Step 7).

*Continued on next page*

## **Deleting Family Separation Allowance**

In  mode, find the FSA row to delete.

Click on the  button located in the row to be deleted.

Click the  button located at the bottom left of the screen.



The total FSA entitlement will be recouped when using this feature.

---

*End*